

# **CONTINGENCY PLAN**

**CHICAGO HEIGHTS PLANT**

**RHODIA INC.**

**1101 Arnold Street**

**Chicago Heights, IL 60411**

**REVISED: FEB. 2001**

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## Introduction

The Chicago Heights Plant of Rhodia Inc. has established this *Contingency Plan*, also known as the *Emergency Action Plan*, in compliance with the OSHA Standard, 29 CFR 1910.38(a) and the Rhodia MSRR. It is presented as a basic manual for actions to be taken in the event of a serious incident arising from:

- Fire
- Industrial Medical Accident
- Leaks/Spills of Hazardous Material
- Severe Weather
- Bomb Threat

When these emergency situations require the assistance of employees outside of the immediate area or the local fire/police department, members of an in-plant First Response Team are on site to control and minimize risks to human health and the environment before professional help arrives. Known as the Emergency Squad, this team is well trained in emergency procedures, adequately supplied with dependable equipment and tools, and able to respond quickly. In an emergency, the Emergency Squad personnel will always consider human health and welfare above equipment, operations, etc.

This *Contingency Plan* establishes policies and procedures to be followed during an emergency and details specific responsibilities for plant personnel. The plant Safety Coordinator is the Emergency Coordinator, acting as the representative of the Plant Manager who has overall responsibility for the plan.

Copies of this *Contingency Plan* are located in the Records Room, the Safety Department and on the "I" drive of the computer network. All Managers have copies. The *Contingency Plan* is available to employees, their designated representatives, and any Government officials, upon request.

All suggestions for improvement of this *Contingency Plan* are encouraged as part of the Chicago Heights Plant commitment to its success through clear understanding, safe behavior and involvement in the program from every level of the company.

The HQSE Team will review and update the plan as necessary.

## **Purpose**

The purpose of this document is to establish, in detail, the policies, procedures and responsibilities for:

- emergency escape procedures and route assignments;
- the procedures to be followed by employees who control the critical plant operations during evacuation;
- the procedures to account for all employees after emergency evacuation has been completed;
- the rescue and medical duties of those employees trained to perform them;
- reporting fires and other emergencies;
- determining the types of evacuation to be used in specific emergency situations;
- the alarm system.

This plan applies to all operations at the Chicago Heights site where employees may encounter an emergency situation.

## **Security**

The facility is totally enclosed within a seven-foot chain link fence topped by three strands of barbed wire. There are three traffic entrances to the plant.

All employees and contractors must enter the plant through the Main Gate and Gatehouse. Employees are issued keys cards to enter the plant through a locked door, contractors must sign a log book and wear a visitor badge while in the plant. Visitors may also enter the plant through the Main Office during regular business hours. Each visitor must sign the Visitors Logbook in the Reception Area.

The plant is operated and manned all three shifts with security guards around the clock. All areas are well lit. Supervisors and operators have two-way radios. Telephones are located throughout the plant and can be used to obtain assistance.

## **Emergency Escape Procedures and Assignments**

The Chicago Heights Plant emergency escape procedures and assignments are designed to respond to a variety of potential emergencies, including fire, chemical spills, natural disasters (e.g., tornado), severe weather, explosion, and any injury. Alternate procedures have been developed for each type of emergency, in order to respond to each situation appropriately.

The following guidelines apply to all Emergency Action Plans (EAP):

1. All employees are trained in safe evacuation procedures.
  - 1.1 Refresher training is conducted when an employee's responsibilities or designated actions under the plan change, or when the plan itself is

revised.

- 1.2 Safety personnel review the parts of the plan specific to each employee's protection in the event of an emergency upon initial assignment.
2. Safety evacuation procedure training includes the use of floor plans and workplace maps, which clearly show the emergency escape routes included in the Emergency Action Plan.
  - 2.1 Color-coding aids employees in determining their route assignments (see Evacuation Plan Map, Appendix B).
  - 2.2 These floor plans and maps are available and posted in all areas of the site to provide guidance in an emergency.
3. Stairwells are the primary means of evacuation.
  - 3.1 Elevators are not used for evacuation unless authorized by a fire or police officer.
  - 3.2 Elevators may be used, when authorized by a fire or police officer, to assist physically disabled personnel.
4. No employee is permitted to re-enter the building until the site Emergency Coordinator has determined that re-entry is safe.
5. A *refuge zone* is a designated meeting area in a location deemed safe for each group of employees within the company. The following is a list of designated refuges/safe zones (see map of locations, Appendix B):
  - a. Arnold Street parking lot
  - b. Southeast corner of the Silica Plant
  - c. Northeast roadway leading to the Distribution Center (DC)

Each department reports to the Shift Emergency Team Leader in the designated safe zone.

No employees are designated to remain behind during evacuation to care for critical plant operations. The Shift Coordinator might ask some employees to care for essential plant operations until their evacuation. These operations include:

1. Monitoring the essential plant power and water supplies;
2. Manufacturing processes that must be shut down in stages or steps.

Selected personnel are trained in evacuation procedures. There is at least one trained evacuation person per shift to provide adequate guidance and instruction during an emergency.

The selected employees are trained in the complete workplace layout and the

various alternative escape routes. All trained personnel are made aware of hazardous areas to be avoided during emergencies and of employees with disabilities who may need extra assistance.

Before leaving, the trained evacuation personnel check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

Once an evacuated group of employees has reached its designated "safe zone", the trained evacuation employee for that group:

- Takes roll of the group.
- Makes sure all persons are accounted for.
- Reports to a central checkpoint managed by the company Safety and Health Officer.
- Assumes the role of department contact to answer questions and communicate instructions.

## **Spill, Rescue and Medical Duty Assignments**

Rescue and medical aid may be necessary during emergency situations.

Emergency Response Team (ERT) members are responsible for performing rescue duties during an emergency. Members of the ERT for Chicago Heights are listed in Appendix A.

Designated First Aid Responders provide required medical assistance within their capabilities to employees during an emergency. The Chicago Heights Plant Emergency Response Team members are the designated First Aid Responders.

Professional emergency services responding to an emergency direct all rescue and medical duty assignments upon their arrival on site.

## **Emergency Reporting Procedures**

### ***In the Event of a Fire***

Emergency Pull Stations are located on each floor near the elevators and near each entry/exit door. When a fire is detected, go to the nearest Emergency Pull Station and activate the alarm by pulling the lever. The alarms notify the Emergency Response Team of the emergency.

Members of the Emergency Response Team perform assigned duties and meet the fire department to assist them as needed. Head counts should be given to the Chicago Heights Fire Department. No employees are to re-enter the buildings until the Emergency Response Team leader or the Chicago Heights Fire Department gives the "all clear".

### ***In the Event of a Tornado***

The Safety Superintendent has access to the plant emergency alarm system. When the National Weather Service issues a tornado watch, the weather page sounds,



followed by a weather bulletin with further information. At that point, the Safety Superintendent or his designee turns on the scanner to monitor the National Weather Service reports. The Safety Superintendent activates the tornado horn to warn employees of a tornado alert.

Corporate policy mandates provision of emergency warning and shelter for employees in the event of a tornado. When the tornado horn sounds, all employees must evacuate to their assigned shelters.

### ***Trained Evacuation Personnel***

The company has trained a sufficient number of employees to assist in the safe and orderly evacuation of the plant in all types of emergency situations. The people trained include at least one person from every area for every shift. These trained evacuation personnel help direct all employees during an emergency evacuation, serve as a resource for information about emergency procedures, and conduct head counts once evacuation has been completed. A current list of trained personnel appears in Appendix A.

### ***Training***

In order to prepare for all emergencies requiring evacuation, the Chicago Heights Plant trains employees through an annual presentation followed by a fire drill. A thorough briefing and demonstration of the *Emergency Action Plan* is carried out with the cooperation of the local fire department.

The training includes recognition of the need for a variety of evacuation types, when each type is necessary and what each employee's role is in carrying out the plan. In very grave emergencies, total and immediate evacuation of all employees is necessary. In localized or non-life-threatening emergencies, a partial evacuation of nonessential employees may be necessary, with a delayed evacuation of others for continued plant operation. Employees must know what is expected of them during an emergency to assure their safety.

The training on the *Emergency Action Plan* fulfills the OSHA training requirement and the annual fire drill satisfies the local fire department regulations.

### **Emergency Control Center**

The Emergency Control Center is located in the Main Office in the Fourth Floor Conference Room. If for some reason the Main Office cannot be used for this purpose, the Emergency Control Center will be located in the Maintenance Conference Room (second floor above the main Plant Lunchroom).

## ROLES AND RESPONSIBILITIES

### Safety Coordinator

1. Develop and maintain a written *Emergency Action Plan* for regular and after hours work conditions.
2. Immediately notify the local fire or police departments in the event of an emergency .
3. Integrate the *Emergency Action Plan* covering each occupied building with the general *Contingency Plan*.
4. Distribute procedures for reporting a fire, bomb threat, or other emergency; the location of fire exits; and evacuation routes to each employee.
5. Conduct drills to acquaint the employees with emergency procedures, and to judge the effectiveness of each plan. Annual fire drills are required.
6. Satisfy all local fire codes and regulations as specified.
7. Train designated employees in the use of fire extinguishers and medical first aid techniques.
8. Keep a current list of home telephone numbers for key management personnel accessible for immediate use in the event of an emergency. Distribute a copy of the list to key persons to be retained in their homes for use in communicating an emergency occurring during non-work hours.

### Site Employees

1. Go to a safe area.
2. Notify site personnel/Emergency Response Team of an emergency by activating a pull box in the area, or contact the boiler house by radio or telephone (327).
3. Secure the area by notifying other personnel in the area of the emergency and closing doors, using barricade tape, etc.
4. From a safe distance, take steps to mitigate the problem if possible. (i.e., use a fire extinguisher, shut off pump, close valve, etc.)

**NOTE: DO NOT PERFORM ANY RESPONSE FOR WHICH YOU HAVE NOT BEEN TRAINED.**

### Emergency Coordinator

1. Respond to site as needed.
2. Notify the Plant Manager and Management Staff .
3. Secure necessary outside resources.
4. Serve as relief for Shift Emergency Team Leader.

5. Keep the *Emergency Action Plan* up-to-date.
6. Ensure training and drills are conducted on the *Emergency Action Plan*.
7. Ensure critique and follow-up action lists are conducted on drills and actual emergency responses.
8. Coordinate testing of alarm systems.
9. Keep the Emergency Control Center in readiness state. (See Appendix E for a list of emergency supplies.)

#### **Shift Emergency Team Leader**

1. Respond to emergency site.
2. Verify that site emergency personnel and outside agencies are responding, as needed.
3. Appoint someone to report to the Emergency Control Center (guardhouse) to aid in communications and to contact the Emergency Coordinator as directed.
4. Assign headcount coordinator.
5. Verify that the area is secured so that no other people can enter the area and become injured.
6. Notify adjacent operating areas of the need to shut down equipment
7. Check wind direction to make sure downwind people are notified of the emergency and that responders approach from upwind.
8. Evaluate and direct department/plant evacuation as needed.
9. Coordinate the activities of the site Emergency Response Team, ensuring the safety of team members (including the wearing of appropriate PPE), and using the Chemical Emergency Summaries (See Appendices).
10. Verify that injured personnel are being treated.
11. Function as liaison with outside response agencies in absence of Emergency Coordinator. Give specific site hazard information to emergency responders.
12. Assist personnel in decontamination procedures.
13. Communicate the "All Clear" after the emergency is controlled.
14. Initiate incident investigation.
15. Ensure readiness of equipment prior to restart (Operations/Decontamination/ Safety Systems).

#### **Emergency Response Team Members**

1. Report to emergency site.
2. Shut down equipment/utilities as directed by the Shift Emergency Team Leader.
3. Operate fire fighting equipment to control/contain incipient stage fires.

4. Administer basic first aid/CPR to injured personnel.
5. Control or contain spills or leaks.
6. Conduct search and rescue operations.
7. Assist other responding agencies as directed.

#### **Security Personnel**

1. Contact Shift Emergency Team Leader.
2. Direct responding emergency vehicles to the emergency.
3. Restrict traffic to authorized Rhodia Inc. personnel and emergency responders.
4. Follow all instructions of the Shift Emergency Team Leader
5. Stand by the gate until the ALL CLEAR has been declared and all emergency personnel and equipment have left the plant

#### **Plant Manager/Designee**

1. Contact Emergency Control Center.
2. Function as sole media contact.
3. Contact business and corporate management.

#### **Production Coordinator**

1. Respond to emergency site.
2. Aid and assist the Shift Emergency Team Leader as needed.
3. Serve as relief person for Shift Emergency Team Leader.
4. Notify adjacent operating areas of the need to shut down equipment.
5. Ensure readiness of equipment prior to restart (Operations/Decontamination/ Safety Systems).

#### **Environmental Coordinator/Designee**

1. Contact appropriate environmental regulatory agencies in a timely manner.
2. Conduct monitoring.
3. File necessary reports.
4. Assist in incident investigations.
5. Contact necessary corporate personnel.
6. Serve as relief for Safety Supervisor.

#### **Safety Supervisor/ Designee**

1. Report to Emergency Control Center.
2. Serve as a resource to plant staff.

3. Identify emergency system components that need reactivation/decontamination before resuming operations.
4. Initiate response critique/incident investigation within 48 hours.
5. Serve as relief for Environmental Coordinator and/or Emergency Coordinator.

#### **Operations Manager and Maintenance Superintendent**

1. Report to Emergency Control Center.
2. Assist Plant Manager and Shift Emergency Team Leader with duties as assigned.
3. Serve as Media Contact in Plant Manager's absence.

#### **QC Lab/Technical Manager**

1. Contact Emergency Control Center.
2. Serve as a resource to Plant Manager and staff.
3. Maintain utility drawings up-to-date and in Emergency Control Center.

#### **Human Resource Manager**

1. Contact Emergency Control Center.
2. If necessary, prepare staging area for on-site media.
3. Assist Plant Manager in disseminating information.
4. Make family notifications, if required (employee status).

#### **Finance/Systems Manager**

1. Set up accounts to record expenses associated with emergency.
2. Contact company Risk Management personnel.
3. Allocate funds for outside resources.

#### **Purchasing/Lead Buyer**

1. Obtain outside resources as requested.
2. Track expenditures related to emergency and communicate to Finance/ Systems Manager.

# **APPENDIX A** **PLANT EMERGENCY PERSONNEL**

Title	Name	Home	Cell	Pager
Director of Mfg.	James Raines	615-371-8604	615-838-2570	N/A
Plant Manager	Paul Pruett	708-672-6984	708-606-6984	708-886-5070
HQSE Manager	Laurian Popovici	847-583-1213	708-846-0560	708-413-1374
Safety Supervisor	Terry Carragher	219-322-9689	708-846-0557	N/A
Safety Coordinator	Kurt Hudspeth	708-754-0268	708-772-2200	1-800-778-3059
Environment Eng.	Sean Schnepfer	815-577-0658	708-846-2555	708-413-1374
Human Resource	Mike Phelan	773-348-7563	708-341-0180	708-413-1110
HR Supervisor	Paula Porzuczek	219-736-1881		
Production Manager	Susan Turner	219-365-3508	219-781-8506	708-886-1573
Production	Dan Crane	773-281-4029	708-906-5433	N/A
Production	Kevin Bachar	219-374-2081	708-878-2726	N/A
Technical Manager	Bill Blackmon	708-748-0269	708-525-4233	888-765-2419
QA Lab	Bob Myers	219-733-2072	N/A	N/A
QA Lab	Ron Osborn	219-838-9236	N/A	N/A
Whse. Supt.	Bob Herron	630-759-8497	N/A	708-649-1844
Shipping Dept	Ray Freeland	219-942-6091	N/A	800-507-8003
Shipping Dept	Cecil Germann	708-484-4166	N/A	708-440-7548
Shipping Dept	Carolyn Hausenfleck	708-748-4072	N/A	N/A
Maint Supt.	Steve Leontaras	219-662-8275	708-906-5430	N/A
Maint	Terry Schoning	708-335-3992	708-906-5431	N/A
Maint	John O'Radnik	708-460-5277	708-906-5432	N/A
Maint	Mark Vanderbilt	708-747-4335	708-906-5434	N/A
Maint	Mark Ruggerio	708-425-8422	708-878-2727	708-886-0456
Maint	Dave Harrison	708-747-8189	708-906-0094	708-886-0453
Silica Unit Manager	Steve Dykstra	219-322-0944	708-341-7000	N/A
Finance Manager	Bob Wolf	630-904-6199	N/A	N/A
Office Manager	Lynn Lacey	708-481-7619	N/A	N/A
Lead Buyer	Jean Ehren	708-535-2671	N/A	708-413-7827
National Team				
National Team	John Kotash	815-469-9823	708-846-0558	1-800-778-2004
National Team	Kurt Hudspeth	708-754-0268	708-772-2200	1-800-778-3059
National Team	Tom Donnelly	708-481-6021	N/A	1-800-778-1594
National Team	Mike Sands	708-747-4908	N/A	708-886-0437
National Team	Art Bretz	708-891-0939	N/A	1-888-502-3005
Local Team	George Nagle	708-481-3767	N/A	708-886-0443
Local Team	Curtis Pointer	708-758-8214	N/A	708-886-0439
Local Team	Leroy Weatherspoon	708-596-6186	N/A	708-886-0443
Local Team	Dennis Dean	708-758-1416	N/A	708-886-4567
Local Team				
Local Team	Stella Smith	219-887-1637	N/A	708-886-5084
Local Team	Fred Richmond	708-757-6625	N/A	708-886-3360



## APPENDIX B

### EVACUATION PLAN

The map on the following page shows the major evacuation routes from the plant. With forty buildings on a 45-acre site, it would be nearly impossible to detail each building with each stairway/exit and the many escape routes for various emergencies on various locations.

All exits, stairways and major passageways are clearly marked with "Exit" or "To Exit" signs. They are kept clear at all times to allow for pedestrian traffic.

All operations personnel are familiarized with their work areas and routes to and from the work site. This allows the speedy escape of personnel in an emergency.

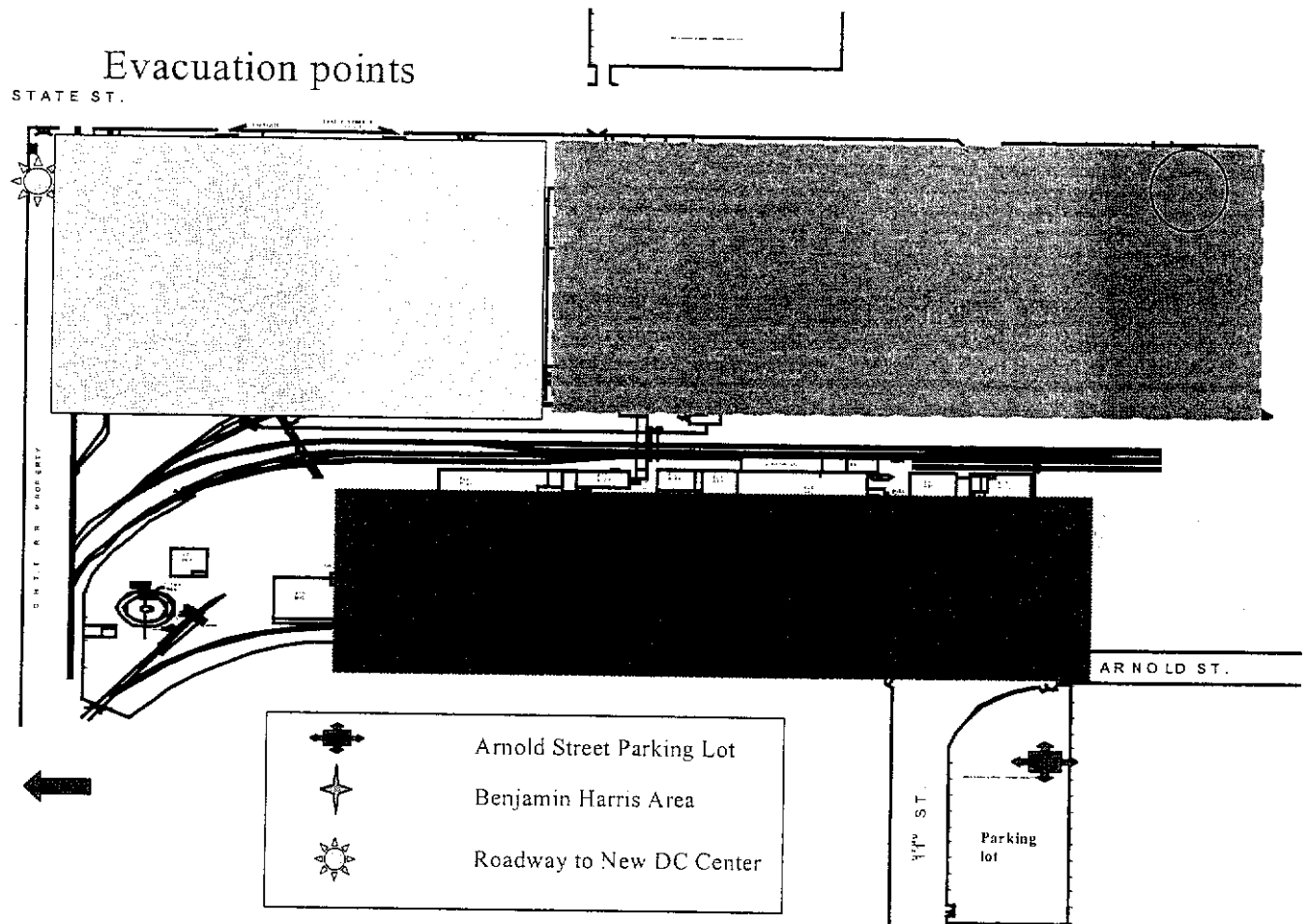
There are two congregation points for employees: the Arnold Street and Roadway to the New DC s. In generally, employees working on the east side of the railroad tracks meet in the State Street lot and those working on the west side of the tracks congregate in the Arnold Street parking lot. Once evacuated, a headcount is taken by the Area Shift Foreman (or his designee). Anyone missing is immediately reported to the Emergency Squad Team Leader. Sign-in books are kept at the Acid Plant and the Boiler Room to keep track of who is working in the department. During an evacuation the operator is responsible for taking the sign-in book to the congregation point, if it can be secured without risk.

The Benjamin Harris Area is an alternate congregation site if needed because of wind direction.

<u>Congregational Sites</u>	<u>Location</u>
Roadway to the New DC	North of Plant
Arnold Street Parking Lot	West of Plant
Benjamin Harris Area	South of Plant



# APPENDIX B (cont.) EVACUATION POINTS



## APPENDIX C

### EMERGENCY ALARM SYSTEM

The plant alarm system indicates the location of a fire or other emergency by whistles/pauses and/or announcement over the plant loudspeaker.

The system is triggered by:

- Activating a pull box
- Calling extension 327 (Boiler House Control Room)
- Calling extension 2507 (Guard House-Arnold Street)

Each plant area is manned with portable radios for two-way communication.

### EMERGENCY ALARM CODES

Alarm System Repeats 3 Times

Emergency: 327

Guards: 2507/2508

Plant	Alarm	Alert Whistle	Whistle Codes			Locations
			Longs	Pause	Shorts	
A	1	1	0		1	Main Office
A	2	1	0		2	TSP, DSP, Trimag, & Poly Acid
A-B	3	1	0		3	SAPP, Specialty, CD Packaging, Locker Room
A-B	4	1	0		4	MTC Office, Lab, Stores, MTC Alley
B	5	1	0		5	North MTC Shop, Caustic Storage Area-3
B	6	1	0		6	Tical, Carboy Filling, Lime House, Bldg-32
B	7	1	0		7	CD, Amm. Phos, ATAB, Arnold St. Shipping, Guard
B	8	1	0		8	Boiler Room
C	11	1	1		1	Spray Pond, Shipping Offices, Bicarb MTC Shop
C	12	1	1		2	Main Substation
C	13	1	1		3	MTC Garage & Ammonia Tank Area
C	14	1	1		4	Acid Terminal Area
Silica	15	1	1		5	Silica Raw Material Storage Area
Silica	16	1	1		6	Silica Process Areas and Truck and Rail Loading
Silica	17	1	1		7	Silica Packaging Area and Warehouse
C	21	1	2		1	Bicarb Warehouse
C	22	1	2		2	Bicarb Plant
C	23	1	2		3	State Street Shipping Dock

# APPENDIX D

## HAZARD COMMUNICATION CHEMICAL SUMMARY SHEET

CHICAGO HEIGHTS				
HAZARD COMMUNICATION CHEMICAL SUMMARY SHEET				
MATERIAL	APPEARANCE, COLOR & ODOR	OSHA PEL		HEALTH HAZARDS BASED ON MSDS
		TWA	STEL	
Anhydrous Ammonia	Colorless gas and liquid with strong pungent penetrating odor	35mg/m <sup>3</sup>	35ppm	
Phosphoric Acid	Colorless, odorless liquid	1 mg/m <sup>3</sup>	3 mg/m <sup>3</sup>	Corrosive if swallowed or in contact with eyes. This is a skin and respiratory tract irritant.
Polyphosphoric Acid	Colorless viscous liquid at room temperature, odorless	1 mg/m <sup>3</sup>	3 mg/m <sup>3</sup>	Corrosive to eye and if ingested, irritant to skin and respiratory tract.
Sulfuric Acid	colorless oily liquid, odorless.	1mg/m <sup>3</sup>		Causes severe burns. Reacts violently with water. Contents may be under pressure of explosive, flammable hydrogen gas. Highly reactive and capable of igniting combustible material on contact.
Sodium Hydroxide	Clear liquid with no distinct odor		Ceiling 2 mg/m <sup>3</sup>	Corrosive to eye, skin, and respiratory tract.
Hydrochloric Acid	Clear, colorless, to slightly yellow liquid with a sharp penetrating and irritating odor		Ceiling 5 PPM	Corrosive to skin, eye, and respiratory tract.

## APPENDIX E

### SAFETY EQUIPMENT IN PLANT

#### A. Fire Equipment

##### 1. Fire Extinguishers

Total In Plant: 575

Breakdown By Type:

ABC: 520

CO<sub>2</sub>: 55

CLEAN-GARD: 1

##### 2. Location of Fire Extinguishers by Area

Location	ABC	CO <sub>2</sub>	CLEAN-GARD
Bicarb Building	35	2	
Silica	51	15	
Distribution Center	54	2	
Maintenance	42	1	
Area 1	116	14	
Main Office	25	1	
QA Lab	15	1	1
Area 3	75	12	
Mobile Equipment	67		
Spares	40	6	

##### 3. Fire Fighting Equipment

There are 19 fire stations (houses) scattered throughout the plant.

Each firehouse has a minimum of 250' of 1½" hose with at least one hose nozzle (most have two).

##### 4. Detail of Firehouse Equipment

1½" Hose 250' 8 Firehouses

1½" Hose 300' 8 Firehouses

1½" Hose 400' 3 Firehouses

2" Hose 200' Pump Room

All fire hose is tested on a yearly basis with a pressure of 300 psi.

## APPENDIX E (cont.)

### SAFETY EQUIPMENT IN PLANT

#### B. Breathing Equipment

##### 1. Self-Contained Breathing Equipment Locations

CAERS team office	12 units	in carrying cases
nickel catalyst	2 units	in wall mount boxes
area1 office	2 units	in wall mount boxes
area 3 office	2 units	in wall mount boxes
area 3 foreman's office back room	1 unit	in portable case
firing floor of boiler room	1 unit	in wall mounted box
on 2 <sup>nd</sup> floor of specialty outside of ammonia phos storage area for training purposes	1 unit not yet installed	in wall mounted box
CAERS team office	3 units	in unmounted wall boxes
1 <sup>st</sup> floor tri-mag	11 spare bottles	
area 1 office outside storage area	4 spare bottles	
	4 spare bottles	
	10 spare bottles	
	2 spare bottles	on cart for inline respirator use
	2 spare bottles	on cart for inline respirator use

##### 2. 5-Minute Escape Bottles

There are 11 5-Minute Escape Bottle Masks located throughout the plant.

Maintenance Garage	2 units	in wall boxes
Wet Acid Control Room	2 units	in wall boxes
Ammonia Phos	3 units	in wall boxes
Control Room	1 unit	Inside
2 <sup>nd</sup> Floor AMP	1 unit	South wall
First Floor Packaging	1 unit	North wall
1 <sup>st</sup> Floor Specialty Packaging	1 unit	West wall by MCC
Boiler House	2 units	in wall boxes
Control Room	1 unit	Inside
outside MTC Shop	1 unit	west wall
Bicarb Control Room	1 unit	in wall box
Storage Area	4 spare bottles	

**APPENDIX E (cont.)**  
**SAFETY EQUIPMENT IN PLANT**

**C. Emergency eyewash/showers**

There are 62 showers and 82 eyewashes located throughout the plant.  
 Of these, 41 are one-piece units (shower/eyewash together).

Location	Showers	Eyewashes
Area 1	29	29
Area 3	9	17
Maintenance	1	3
Bicarb	10	13
Wet acid	7	7
Pond	1	1
QA Lab (old & new)	5	13
Portable eyewashes		6
Distribution Center		2
Ditab Packaging		1
Storage Area		3

**D. Emergency Lights**

There are a total of 268 battery-operated emergency lights located throughout the plant.

Location	Number of Lights
Area 1	68
Area 3	41
Bicarb	51
Distribution Center	41
Maintenance	24
Boiler House	1
QA Lab	10
Main Office	8
Sub Stations	11

**APPENDIX E (cont.)**  
**SAFETY EQUIPMENT IN PLANT**

**E. Emergency Equipment Kits**

**1. Spill Containment Kits/Stations**

Location of 9 Portable Spill Containment Kits on wheels

Maintenance Garage

Kasal	Outside	By caustic tank
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Wet Acid (for acid spills only)

State Street Gate	North side	
-------------------	------------	--

Storeroom	Outside	South end
-----------	---------	-----------

Area 1	Across from caustic tanks	
--------	---------------------------	--

Bicarb Warehouse	Inside	South east corner
------------------	--------	-------------------

Distribution Center	middle of south wall	
---------------------	----------------------	--

1 Spare

**2. First Aid Kits**

There are six First Aid Stations located in the Plant.

Safety Office	Ground Floor Main Office Building
---------------	-----------------------------------

Area 1 Office

Bicarb Warehouse	By the Joy Compressor
------------------	-----------------------

Wet Acid	By the MCC
----------	------------

Substation 1

Building 30	By the overhead door
-------------	----------------------

Each station has a "Jump Bag" with medical supplies to give temporary assistance to an accident victim until the Fire Department or ambulance arrives.

**APPENDIX F**  
**HAZARDOUS SPILL PREVENTION AND CONTROL**  
**COUNTERMEASURE PLAN**

**A. General Information**

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Oil Dry

Non-sparking shovel/scoop, nylon rope, sewer plugs

Absorbent pillows, oil absorbent blanket, gel blanket

**PPE:** Rubber gloves, chemical resistant coveralls (in spill kits)

**Emergency Procedures** (order of priority depends on situation):

Contact Ext. 2507 for CAERS team assistance and Emergency Squad / Fire Department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

Minor Spills:

- Spread Oil Dry over spill area in sufficient quantity to absorb spill.
- After mixing, shovel/scoop contaminated Oil Dry into a labeled (Waste Label C) container for disposal.

Major Spills:

- Immediately dike around the spill area and nearby threatened sewers with Oil Dry and the absorbent blanket.
- If flammable material spills into the sewer, block a downstream sewer with a plug and place absorbent pillows in the manhole to absorb the material.
- Contact Area 2, if spilled to a storm sewer, to initiate diversion.
- Contaminated pillows, blankets and used absorbent must be put into a labeled (Waste Label C) container for disposal.

**First Aid:** Wash thoroughly with soap and water.

Flush eyes with running water for a minimum of 15 minutes.



## APPENDIX F (cont.)

### HAZARDOUS SPILL PREVENTION AND CONTROL COUNTERMEASURE PLAN

#### B. ACID SPILLS: Phosphoric Acid, MALP, Process Liquors (pH < 6.0)

**Hazardous Properties:** Toxic – Yes  
Corrosive – Yes  
Reactive – Yes, with strong bases (caustic, soda ash)

**Reportable Quantities:** Phosphoric acid – 5,000 lbs. (355 gallons)

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Dicalite, Sodium Bicarbonate  
Sewer plugs, spill stopper mats, absorbent "pigs"

**PPE:** Rubber gloves, face shield (additional equipment may be required in confined spaces, etc.)

#### **Emergency Procedures** (Order of priority depends on situation):

Contact Ext. 2507 for CAERS Team assistance and Emergency Squad/Fire Department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

On the ground:

- Immediately dike around spill area and nearby threatened sewers with Dicalite, absorbent "pigs" and/or spill stopper mats.
- Spread absorbent over spill and mix with a shovel/broom to promote absorption.
- Neutralize with Bicarb.
- Shovel all contaminated material into labeled containers for disposal.

In the Sewer:

- Notify Area 2 (storm sewer) and/or Area 3 (sanitary sewer) to initiate diversion or neutralization.
- Immediately dike around manholes to prevent further flow to sewer.
- If practical, plug off sewers to retain material in a confined area.
- Neutralize and release to sanitary sewer or spray pond.

**First Aid:** Immediately flush skin or eyes with water for at least 15 minutes. Remove and isolate contaminated clothing. Move to fresh air; call for emergency medical care.

## APPENDIX F (cont.)

### HAZARDOUS SPILL PREVENTION AND CONTROL COUNTERMEASURE PLAN

#### C. ACID SPILLS SUMMARY: Hydrochloric Acid, Sulfuric Acid

**Hazardous Properties:** Toxic - Yes  
Corrosive - Yes, sulfuric acid is extremely corrosive to skin  
Reactive - Yes, with strong bases (caustic, soda ash)

**Reportable Quantities:** Hydrochloric Acid - 5,000 lbs. (510 gallons)  
Sulfuric Acid - 1,000 lbs. (65 gallons)

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Dicalite, Sodium Bicarbonate  
Sewer plugs, spill stopper mats, absorbent "pigs"

**PPE:** Rubber gloves, face shield, rubber suit (additional equipment may be required in confined spaces, etc.)

#### **Emergency Procedures** (Order of priority depends on situation):

Contact Ext. 2507 for CAERS Team assistance and Emergency Squad/fire department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

On the ground:

- Immediately dike around spill area and nearby threatened sewers with Dicalite, absorbent "pigs" and/or spill stopper mats.
- Spread absorbent over spill and mix with a shovel/broom to promote absorption.
- Neutralize with Bicarb.
- Shovel all contaminated material into labeled containers for disposal.

In the sewer:

- Notify Area 2 (storm sewer) and/or Area 3 (sanitary sewer) to initiate diversion or neutralization.
- Immediately dike around manholes to prevent further flow to sewer.
- If practical, plug off sewers to retain material in a confined area.
- Neutralize and release to sanitary sewer or spray pond.

**First Aid:** Immediately flush skin or eyes with water for at least 15 minutes. Remove and isolate contaminated clothing. Move to fresh air; call for emergency medical care.

## APPENDIX F (cont.)

### HAZARDOUS SPILL PREVENTION AND CONTROL COUNTERMEASURE PLAN

#### D. BASE SPILLS: Caustic, Soda Ash, Lime, Process Liquors (pH > 9.0)

**Hazardous Properties:** Toxic - Yes  
Corrosive - Yes  
Reactive - Yes, with strong acids (hydrochloric, sulfuric)

**Reportable Quantities:** Sodium hydroxide - 1,000 lbs. (78 gallons)

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Dicalite, Phosphoric Acid  
Sewer plugs, spill stopper mats, absorbent "pigs"

**PPE:** Rubber gloves, face shield (additional equipment may be required in confined spaces, etc.)

#### **Emergency Procedures** (Order of priority depends on situation):

Contact Ext. 2507 for CAERS Team assistance and Emergency Squad/fire department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

On the ground:

- Immediately dike around spill area and nearby threatened sewers with Dicalite, absorbent "pigs" and/or spill stopper mats.
- Spread absorbent over spill and mix with a shovel/broom to promote absorption.
- Neutralize with Phosphoric Acid.

In the sewer:

- Notify Area 2 (storm sewer) and/or Area 3 (sanitary sewer) to initiate diversion or neutralization.
- Immediately dike around manholes to prevent further flow to sewer.
- If practical, plug off sewers to retain material in a confined area.
- Neutralize and release to sanitary sewer or spray pond.

**First Aid:** Immediately flush skin or eyes with water for at least 15 minutes. Remove and isolate contaminated clothing. Move to fresh air; call for emergency medical care.

## APPENDIX F (cont.)

### HAZARDOUS SPILL PREVENTION AND CONTROL COUNTERMEASURE PLAN

#### E. SPILLS OF NEUTRALIZED PHOSPHORIC ACID FILTER CAKE

**Hazardous Properties:** Toxic - Yes, presence of about 1% arsenic trisulfide.

**Reportable:** 1 lb. (16 gallons dry cake, 8 gallons slurry)

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Dicalite, sand  
Shovels, brooms  
Spill stopper mats, absorbent "pigs", sewer plugs

**PPE (Wet Slurry):** Face shield, rubber raincoat, rubber gloves, rubber boots

**PPE (Dry Cake):** Face shield, rubber gloves, rubber boots, respirator  
(magenta)

**Emergency Procedures** (Order of priority depends on situation):

Contact Ext. 2507 for Hazmat Team assistance and Emergency Squad/fire department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

On the ground:

- If slurry is spilled, immediately dike around spill area and nearby threatened sewers with Dicalite, sand, absorbent "pigs" and/or spill stopper mats.
- Spread absorbent over spill and mix to promote absorption. Do not neutralize.
- After containment, the spilled slurry and contaminated ground must be shoveled up and placed into the Neutralized Phosphoric Acid Filter Cake roll-off container.
- If dry filter cake is spilled to the ground, seal nearby manholes with spill stopper mats. Spilled filter cake and contaminated ground must be shoveled or swept up and disposed of in the Neutralized Phosphoric Acid Filter Cake container.

In the sewer:

- If the wet slurry or the dry filter cake is spilled to a sewer, block a downstream sewer with a plug to contain the material in the plant. Sewer contents will be pumped out and treated as a hazardous waste.

**First Aid:** Wash thoroughly and immediately with soap and water. Flush eyes with running water for at least 15 minutes. Remove and isolate contaminated clothing. Get professional medical attention.

## APPENDIX F (cont.)

### HAZARDOUS SPILL PREVENTION AND CONTROL COUNTERMEASURE PLAN

#### F. OIL SPILL (OSPCC)

**Hazardous Properties:** Reactive - Yes, avoid extreme heat (>380° F) and strong oxidizers.

**Reportable Quantities:** 100 lbs. (13.5 gallons) in the sewers.

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Oil Dry  
Shovel, scoop, nylon rope, sewer plugs  
Absorbent pillows, oil absorbent blanket, gel blanket

**PPE:** Rubber gloves, rubber boots

**Emergency Procedures** (order of priority depends on situation):

Contact Ext. 2507 for CAERS Team assistance and Emergency Squad/fire department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

Minor Spills:

- Spread Oil Dry over spill area in sufficient quantity to absorb spill.
- After mixing, shovel/scoop contaminated Oil Dry into a labeled (Waste Label C) container for disposal.

Major Spills:

- Immediately dike around the spill area and nearby threatened sewers with Oil Dry and the absorbent blanket.
- If oil spills into the sewer, block a downstream sewer with a plug and place absorbent pillows in the manhole to absorb the oil.
- Contact Area 3 Supervisor if spilled to a storm sewer to initiate diversion.
- Oil contaminated pillows, blankets and used absorbent must be put into a labeled (Waste Label C) container for disposal.

**First Aid:** Wash thoroughly with soap and water. Flush eyes with running water for a minimum of 15 minutes.

## APPENDIX F (cont.)

### HAZARDOUS SPILL PREVENTION AND CONTROL COUNTERMEASURE PLAN

#### G. PCB SPILLS (OSPCC)

**Hazardous Properties:** Toxic  
Flammable

**Reportable Quantities:** 10 lbs.

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Oil Dry, shovel, scoop, nylon rope, sewer plugs  
Absorbent pillows, oil absorbent blanket, gel blanket

**PPE (Leaks):** Rubber gloves

**PPE (Spills):** Respirator, rubber gloves, face mask, protective suit, footies

**Emergency Procedures** (order of priority depends on situation):

Contact Ext. 2507 for CAERS Team assistance, and Emergency Squad/fire department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

Leaks (PCB fluid is on the transformer but not running to the ground):

- Double wash/rinse the transformer surface with an appropriate solvent. Do not allow any liquid to spill/run to the ground.
- All contaminated materials must be placed in labeled recovery drums for disposal.

Spills (PCB fluid has run to the ground):

- Dike around spill with Oil Dry.
- Dike around, or place blankets over nearby sewers to prevent runoff from entering sewers.
- Cover spill with Oil Dry to absorb material.
- The proper cleanup of PCB spills is a highly detailed procedure. The CAERS Team leader will be responsible for directing the cleanup at this point. Procedures can be found in the PCB section of the Oil Spill Prevention Plan.
- All materials removed: spent solvent, cleanup materials and protective clothing shall be placed in labeled recovery drums. All PCBs must be removed from the exterior of the drum by washing with solvents and rags.
- Disposal drums will be transported immediately to the diked PCB storage area at the south end of Benjamin Harris.

**Fires:** Immediately evacuate the area and call for fire department assistance.

**First Aid** (for exposure to liquid/vapor/smoke): Wash thoroughly and immediately with soap and water. Flush eyes with running water for at least 15 minutes. Remove and isolate contaminated clothing at the site (for disposal). Move to fresh air, call for emergency medical care.

## APPENDIX F (cont.)

### HAZARDOUS SPILL PREVENTION AND CONTROL COUNTERMEASURE PLAN

#### H. PRODUCT SPILLS: Solid Sodium Phosphates, Ammonium Phosphates, Calcium Phosphates, Kasal, Sodium Bicarbonate

**Hazardous Properties:** Dust irritation to skin, eyes or lungs possible

**Reportable Quantities:** Disodium and Trisodium Phosphates - 5000 lbs.

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Equipment Needed:** Shovels, brooms, sweeper

**PPE:** Dust mask

**Spill Procedures** (order of priority depends on situation):

On roadways, walkways, roofs, etc.:

- Once spill is detected, it must be cleaned up immediately.
- Rope off area to keep material from being dragged all over.
- Sweep/shovel up loose material.
- Use sweeper to pick up fine material if necessary.
- Wash down, if necessary, after dry cleaning and only to sanitary sewers (notify Area 3 prior to washing).
- Prevent further spillage; for example:
  - ◆ Tape broken bags/boxes before transportation.
  - ◆ Clean off dirty pallets in production areas.
  - ◆ Shut off leaking conveyance equipment.

**First Aid:** Immediately flush skin or eyes with water for at least 15 minutes. Report problems to Supervisor to get necessary medical attention.



## APPENDIX G

### FIRE CONTROL MEASURES

#### A. ELECTRICAL FIRES (Non-PCB)

**Electrical Equipment:** Dry Chemical Extinguishers (A,B,C)

CO<sub>2</sub> Extinguishers

DO NOT USE water or water base extinguishers on the electrical fire (have available for protection in case fire spreads out of immediate area onto non-electrical sources).

**PPE:** Appropriate for nearby chemicals.

#### **Emergency Procedures:**

1. Sound fire alarm for the area.
2. Call Ext. 327 or 2507 for fire department assistance.
3. Evacuate the area if necessary.
4. Shut off electrical power to area (list follows this section).
5. Extinguish the fire.

## APPENDIX G (cont.)

### FIRE CONTROL MEASURES

#### ELECTRICAL SHUT-OFFS BY SUBSTATION\*:

<b>Substation 1A</b>	Cal Pyro Ammonium Phosphate CD Charge Platform Kasal SAPP Reformer-Packaging Trimag Tunnel Pumps	<b>Substation 1B:</b>	CD Wringer Chlorinated TSP Control Lab Diliquor Main Office Bldg Personnel/Medical Vacuum Crystallizer
<b>Substation 2:</b>	Acid Plant CD Dryer CD Dust Collector CD Mills CD Packaging CD Misc Equipment Food Grade CD	<b>Substation 3:</b>	Contractor Maintenance Propane Trash Compactor
<b>Substation 4A</b>	Boiler Room	<b>Substation 4B:</b>	Boiler Room Catalyst Poly Acid Well #2
<b>Substation 5:</b>	CD Clarifier Chlorinated TSP Diliquor Diversol TSP	<b>Substation 6:</b>	Plant Air Compressor Trical
		<b>Substation 7:</b>	Bicarb

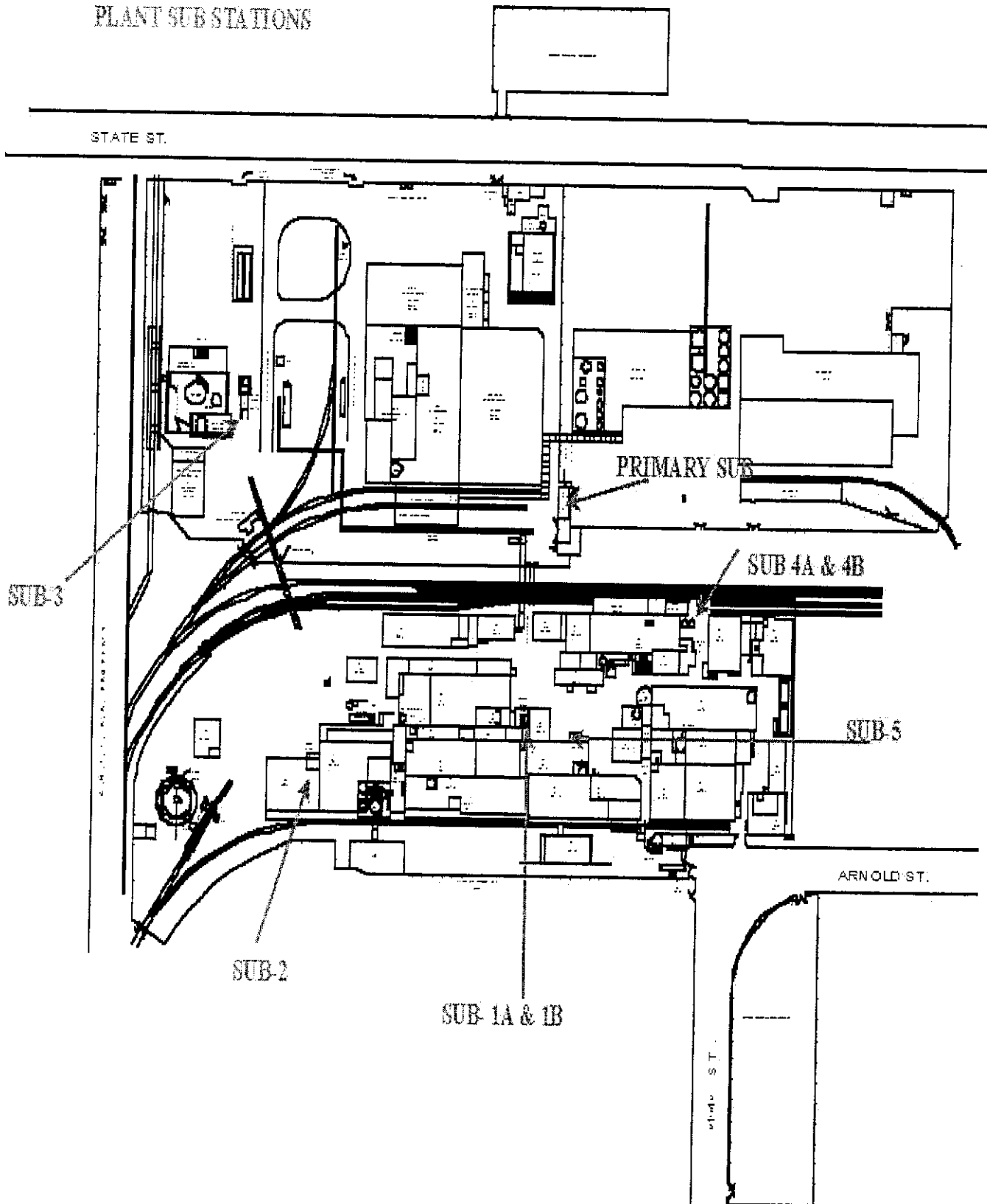
\* See next page for map of Substation locations.

#### ELECTRICAL SHUT-OFFS BY DEPARTMENT:

	<u>Substation</u>		<u>Substation</u>
Acid Plant	2	Kasal	1A
Ammonium Phosphate	1B	Main Office/Personnel/Medical	1A
Boiler	4A,4B	Maintenance Garage	3
Cal Pyro	1A	Plant Air Compressor	6
Carboy Filling	2	Poly Acid	4B
Catalyst	4B	SAPP	1A
Chlorinated TSP	1B,5	Sodium Bicarbonate	7
Contractor Trailers	3	Tricalcium Phosphate	6
Control Lab	1B	Trimagnesium Phosphate	1A
Dicalcium Phosphate (CD)	1A,1B,2,5	Trisodium Phosphate	5
Diliquor	1B,5	Vacuum Crystallizer	1B
Diversol	5		

APPENDIX G (cont.)  
FIRE CONTROL MEASURES

PLANT SUB STATIONS



APPENDIX G (cont.)  
**FIRE CONTROL MEASURES**

**B. AMMONIA LEAK/FIRE**

**Hazardous Properties:** Toxic, incompatible with strong acids (HCL, H<sub>2</sub>SO<sub>4</sub>), explosive

**Emergency Equipment:** CO<sub>2</sub>/dry chemical extinguisher to stop fire when closing shutoff valve. Water to control ammonia vapors.

**PPE:** MSA Air Packs  
Full protective clothing  
Eye protection critical

**Emergency Procedures:**

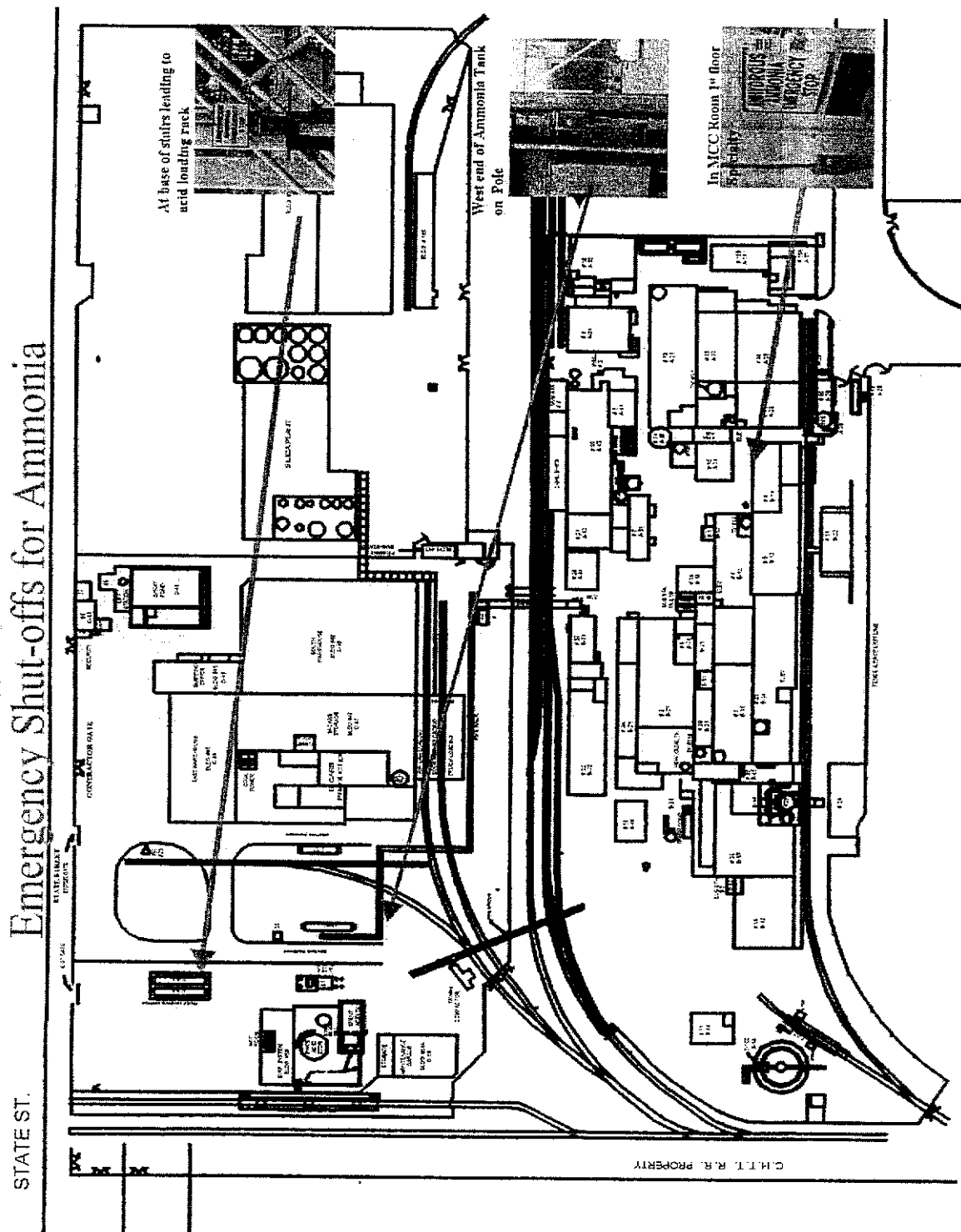
1. Pull firebox to alert Fire Response Team and the Rescue Squad.
2. Call Ext. 2507 for CAERS assistance and local fire department help.
3. Evacuate the immediate area and the area downwind of the source (small spills, 150 feet in all directions; large spills, isolate in all directions 300 feet downwind 0.4 miles wide and 0.8 miles long).
4. Depending on the magnitude of the break, the local authorities, police and/or fire department, may have to be summoned to assist in traffic control, plant security, and evacuation of nearby industries and housing.
5. Wearing MSA Air Packs, trained personnel must shut off the source of the ammonia (see map on following page) if they can do so without risk.
6. Shut off sources of ignition: burners, automatic valves to burners, vehicles.
7. Shut off source of electricity (see list of Electrical Shut-Offs by Substation, above).
8. Stay upwind. Use water spray to reduce vapor but do not put water on leak or liquid pool.
9. Dike around sewers. Manually close storm sewer diversion system if spill threatens storm sewers on each side of plant.

**SHOULD CIRCUMSTANCES INDICATE,**  
**THE DISASTER SIGNAL SHOULD BE SOUNDED**

# APPENDIX G (cont.)

## FIRE CONTROL MEASURES

### EMERGENCY SHUT OFF VALVES FOR AMMONIA



**APPENDIX G (cont.)**  
**FIRE CONTROL MEASURES**

**C. NATURAL GAS LEAKS/FIRES**

**Hazardous Properties:** Toxic and explosive

**ALL SPILLS MUST BE REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Wrenches

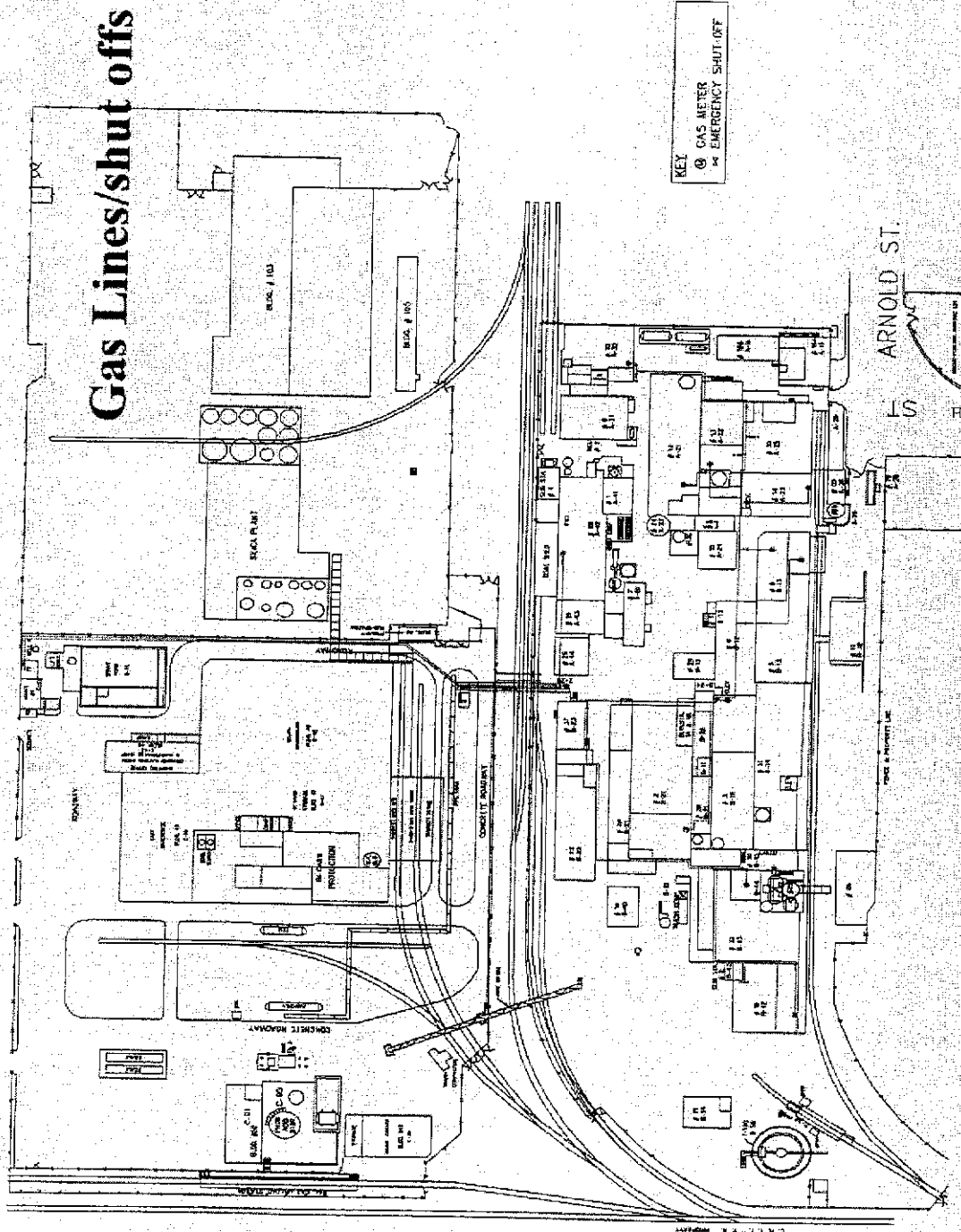
Ladder

**PPE:** MSA Air Pack

**Emergency Procedures:**

1. Sound fire alarm for the area.
2. Immediately evacuate the area. Keep unauthorized personnel from entering the area.
3. Call Ext. 2507 for CAERS Team assistance and to notify Northern Illinois Gas (756-5100).
4. Stop source of leak (at remote location) if you can do so without risk. See the map on the following page for the locations of these shut off points.
5. Shut off all electrical power to the area (see A above for list of electrical shut off locations).
6. Shut off all other sources of ignition: flames, automatic valves for burners, vehicles, etc.
7. Ventilate the area by opening doors and windows leading to the outdoors.

# APPENDIX G (cont.) FIRE CONTROL MEASURES GAS LINES AND SHUT OFFS



REVISED - 9/13

**APPENDIX G (cont.)**  
**FIRE CONTROL MEASURES**

**D. FLAMMABLE MATERIALS SPILL SUMMARY (Gasoline, Diesel Fuel, Kerosene)**

**Hazardous Properties:** Flammable

**Reported Quantities:** 25 gallons

**ALL SPILLS MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE APPROPRIATE AREA.**

**Emergency Equipment:** Oil Dry

Non-sparking shovel/scoop, nylon rope, sewer plugs

Absorbent pillows, oil absorbent blanket, gel blanket

**PPE:** Rubber gloves, coveralls – in spill kits

**Emergency Procedures** (order of priority depends on situation):

Contact Ext. 2507 for CAERS team assistance and Emergency Squad/Fire Department help if necessary.

Rope off area and clear of non-essential personnel.

Stop source of spill/leak if you can do so without risk.

**Minor Spills:**

- ◆ Spread Oil Dry over spill area in sufficient quantity to absorb spill.
- ◆ After mixing, shovel/scoop contaminated Oil Dry into a labeled (Waste Label C) container for disposal.

**Major Spills:**

- ◆ Immediately dike around the spill area and nearby threatened sewers with Oil Dry and the absorbent blanket.
- ◆ If flammable material spills into the sewer, block a downstream sewer with a plug and place absorbent pillows in the manhole to absorb the material.
- ◆ Contact Area 2, if spilled to a storm sewer, to initiate diversion.
- ◆ Contaminated pillows, blankets and used absorbent must be put into a labeled (Waste Label C) container for disposal.

**First Aid:** Wash thoroughly with soap and water.

Flush eyes with running water for a minimum of 15 minutes.



## APPENDIX H

### BOMB THREATS

#### A. Emergency Procedures

The receiver of a bomb threat should gather as much information as possible from the caller using the *Emergency Call Report: Bomb Threat* (SAF-5003) as guidance (see next page). Keep the caller on the line as long as possible.

Note: If at all possible, have another person monitor the call with you.

For further instructions, immediately call (until you reach one of them):

Plant Manager, Rick Lijana	Ext. 2530	(219) 663-4621	Home
		(219) 743-0430	Cell
Technical Manager, Bill Blackmon	Ext. 2534	(708) 748-0269	Home
		(708) 525-4233	Cell
		(888) 765-2419	Pager
Safety Superintendent, Terry Carragher	Ext. 2546	(219) 322-9689	Home
		(708) 846-0557	Cell
		(708) 886-1926	Pager

**If the caller gives less than 15 minutes notice, call the Area 3 Supervisor for immediate evacuation.**

#### B. Instructions to Shift Coordinator

If the Plant Manager, Technical Manager and Safety Supervisor are unavailable to respond to the bomb threat, the following steps must be taken immediately.

1. Contact Chicago Heights Police Department 911 with detailed information from caller.
2. Evacuate the plant.
3. Continue to try to reach the Plant Manager, Technical Manager and Safety Superintendent for further instructions.

APPENDIX H (cont.)

EMERGENCY CALL REPORT  
BOMB THREATS

1. Time call received \_\_\_\_\_

2. Date \_\_\_\_\_

3. Was the call from (circle):

Inside plant      YES      NO

Outside plant      YES      NO

4. Exact words of caller: \_\_\_\_\_  
\_\_\_\_\_

5. Questions to ask:

a. Time bomb will explode? \_\_\_\_\_

b. Location or area of bomb? \_\_\_\_\_

c. Why was bomb placed? \_\_\_\_\_

d. What kind of bomb? \_\_\_\_\_

e. What does bomb look like? \_\_\_\_\_

f. Name of caller? \_\_\_\_\_

6. Voice Identity

Sex? \_\_\_\_\_ Anger toward company or individual? \_\_\_\_\_

Cultured? \_\_\_\_\_ Noticeable accent? \_\_\_\_\_

Irrational? \_\_\_\_\_ Intoxicated? \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ If so, who did it sound like? \_\_\_\_\_

7. Background noise

Music \_\_\_\_\_ Street Traffic \_\_\_\_\_

Trains \_\_\_\_\_ Voices \_\_\_\_\_

Machinery \_\_\_\_\_ Other \_\_\_\_\_

8. Person Receiving Call \_\_\_\_\_

**APPENDIX I**  
**EMERGENCY RESPONSE/DRILL CRITIQUE**

Following a response or drill, it is imperative that a critique be completed. The critique will follow chronological actions of the various emergency response systems. Positive performance should be emphasized and reinforced. Any systems or parts of systems that need improvement should be addressed using action plans that assign responsibility, timing for completion, follow up and an audit of the continuous improvement.

**CRITIQUE**

Date Of Incident/Drill \_\_\_\_\_ Time \_\_\_\_\_

Recording Person \_\_\_\_\_

Type Of Incident/Drill (Check All That Apply)

Solid Phase Spill \_\_\_\_\_ Injury \_\_\_\_\_ Fire \_\_\_\_\_

Liquid Phase Spill \_\_\_\_\_ Illness \_\_\_\_\_ Explosion \_\_\_\_\_

Gas Phase Release \_\_\_\_\_

Persons Involved \_\_\_\_\_

Equipment Involved (Nos) \_\_\_\_\_

Substance Involved \_\_\_\_\_

Location \_\_\_\_\_

Description Of Incident:

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Preplanning Systems

Alarm Systems

## Responsibility

The SAFETY COORDINATOR is responsible for reviewing this document.

## Review Schedule

This document will be reviewed at a minimum of once a year.

## Approvals

This document requires the approval of the following:

PLANT MANAGER	PAUL PRUETT
SAFETY COORDINATOR	KURT HUDSPETH
SAFETY SUPERINTENDENT	TERRY CARRAGHER
HQSE MANAGER	LAURIAN POPOVICI

## References

OSHA Standard, 29 CFR 1910.38(a)  
Rhodia MSRR

## Revisions History

Descriptions of each revision, as per table below.

Version Number and Date	Changes
Version 1, 1/1/2000	First issue
Version 2, 2/17/2001	Update names and numbers, page 13